

CODE COMPLIANCE OFFICER

DEFINITION

Under general supervision perform field inspections pertaining to enforcing codes, ordinances, laws and regulations; to provide information on City regulations to homeowners, tenants, and the public; to perform a variety of responsible administrative duties; and to perform related work as required.

CLASS CHARACTERISTICS

This is a journey level classification. Incumbents are expected to work independently exercising initiative and judgment with general direction from the Chief Building and Code Enforcement Official or his/her designee and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, implements, maintains and monitors a City-wide code compliance plan and related records
- Conducts special studies, surveys and technical analysis of Department and City operations and may prepare administrative reports as assigned
- Receives and reviews information about possible violations and researches relevant documents to determine validity of complaints
- Investigates complaints and conducts field inspections related to assigned area
- Seeks compliance regarding code requirements through written and personal contact
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Represents the City and Department in a courteous, professional manner
- Issues warning notices and citations; applies for inspection warrants; conducts follow up inspections
- Identifies corrective actions to be taken by homeowner and monitors corrections to ensure conformance with codes and regulations
- Initiates criminal and civil complaints in conjunction with City Attorney's office when necessary
- Explains applicable codes, City ordinances and Department policies and procedures to the public in the field, by telephone and in the office; represents the City at meetings and on committees
- Coordinates with other City departments and outside agencies as needed
- Establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings as necessary

- Communicates clearly and concisely, both orally and in writing with a wide variety of individuals
- May provide follow up and regulation inspection of projects under construction to ensure compliance with the conditions of project approval

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of code enforcement and inspection
- Principles, practices and techniques of building, zoning and safety inspection
- Pertinent federal, state and local rules, regulations, codes and laws
- Municipal organizational structure
- Principles of building, planning and zoning permit process and plans examining
- Basic building design, construction and components
- Research methods, standards, techniques, and terminology related to building code enforcement and the construction industry
- Principles and practices of effective customer service
- Correct English usage, grammar, spelling, punctuation
- Personal computer hardware and software typically found in a modern office and field environment

Skill in:

- Investigating code violations and other complaints in a timely and tactful manner
- Explaining and interpreting a variety of codes, ordinances, legal descriptions, City policies and procedures and other regulations
- Organizing work, setting priorities and exercising sound, independent judgment within established guidelines
- Reading, interpreting and applying technical written material and applicable laws, rules, regulations and codes
- Reading and reviewing plans, blueprints and schematics
- Basic methods of photography
- Preparing accurate and detailed documentation of inspection findings and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of work including City and other government officials, community groups and the general public
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to completion of twelfth grade with advanced coursework or specialized training in code enforcement in combination with building inspection technology,

planning or a related field and three (3) years of experience in code enforcement or related field in a public jurisdiction.

LICENSES AND CERTIFICATES

Possession of a valid State of California P.O.S.T. Penal Code Section 832 Course Training Certificate

Possession of certification as a Code Enforcement Officer from a recognized agency is desirable

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as tools, files, books or boxes of paper for distances up to 100 feet. Ability to safely operate a vehicle and working in exposure to various weather conditions.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.